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No. 2001/006

January 12, 2001

TO COUNTY ASSESSORS AND INTERESTED PARTIES:

PROPERTY TAX COMMITTEE WORK PLANS FOR 2001

This letter provides information regarding the Property Tax Committee work plans for January through December 2001. The information provided is not a formal agenda for the committee; rather, it is a summary of the committee's plans for dealing with significant property tax issues for the year 2001. Enclosed are two calendars containing (tentative) key dates in the process: one arranged by subject matter and the other by month.

In addition to matters scheduled to go before the Property Tax Committee in 2001, rewrites of Assessors' Handbook Section 576, *Assessment of Vessels*, and Assessors' Handbook Section 510, *Assessment of Possessory Interests*, are projected to start during 2001. Also projected to start during the year are updates of Assessors' Handbook Section 267, *Welfare, Church, and Religious Exemptions*, Assessors' Handbook Section 504, *Assessment of Personal Property and Fixtures*, and the *Assessment Appeals Manual*. Staff will also begin research in preparation for writing a new Assessors' Handbook Section on the *Assessment of Oil Refineries*. Although these items are not scheduled to come before the committee until calendar year 2002, we have included their respective key 2001 dates on the two enclosed calendars.

The dates listed are subject to change depending on the needs of the participants. New issues could also arise and affect the schedule.

Property Tax Committee meetings (unless noted otherwise) will be held at Board of Equalization headquarters in Sacramento. Other meetings relating to the project will also be held in Sacramento, but alternative locations may be selected depending on the needs of participants. The following lists the meeting dates and topics scheduled to be addressed by the Property Tax Committee for January through December 2001.

2001 PROPERTY TAX COMMITTEE WORK PLANS

Meeting Date	Topic
January 3	No Agenda Item(s)

Meeting Date	Topic
February 14	Approval of material for: <ul style="list-style-type: none"> • <i>Property Tax Committee Procedures Manual</i>
March 28	Approval of policy for: <ul style="list-style-type: none"> • Delegation of Assessment Jurisdiction of Leased Wireless Communication Tower Sites
April 18	Approval of material for: <ul style="list-style-type: none"> • Assessment Appeals Board Member Training (SB 1234)
May 30	Approval of wording for: <ul style="list-style-type: none"> • Proposed Property Tax Rule 305.3, <i>Application for Equalization After a Mandatory Audit</i>
June 20	Approval of wording for revision of: <ul style="list-style-type: none"> • Property Tax Rules on Taxable Possessory Interests
August 1	Approval of wording for: <ul style="list-style-type: none"> • Proposed Property Tax Rule, <i>Possessory Interests in Section 11 Properties</i>
September 12	Approval of wording for: <ul style="list-style-type: none"> • Property Tax Rules 252, 253, 254, 256, 261, 262, and 304 (<i>Local Roll Rules</i>)
October 24	Discussion of issues relating to: <ul style="list-style-type: none"> • Reproduction v. Replacement – Index Factors in Assessors' Handbook Section 581, <i>Equipment Index and Percent Good Factors</i> • Combination of Factor Schedules within Table 1 (Commercial Equipment Index Factors) and Table 2 (Industrial Machinery and Equipment Index Factors) of Assessors' Handbook Section 581
November 28	Approval of wording for revision of: <ul style="list-style-type: none"> • Assessors' Handbook Section 511, <i>Assessment of Manufactured Homes and Parks</i> Approval of: <ul style="list-style-type: none"> • Legislative Action Plan
December 19	Approval of wording for limited scope update of: <ul style="list-style-type: none"> • Assessors' Handbook Section 501, <i>Basic Appraisal</i>

These projects will have a significant impact on property tax assessment in California. It is important that Board staff, taxpayers, county assessors, and other county officials work together closely to identify issues and concerns. Board staff intends to hold meetings with taxpayer groups and representatives of the California Assessors' Association and other county departments to discuss and resolve as many issues as possible prior to the Property Tax Committee meetings.

Project schedules, current committee materials (including issue papers), and minutes for the committee meetings may be accessed through the Board's Web site under Property Tax Committee Work Plans (www.boe.ca.gov/proptax.htm). Future revisions to the schedules will be posted on the Web site.

We hope you find this information useful for planning purposes. If you have questions or comments, please contact Mr. Dean Kinnee at (916) 322-3822 or Ms. Lisa Thompson at (916) 324-2701. In addition, if you wish your name to be placed on one or more mailing lists to receive material on specific topics, please contact Ms. Deborah Cooke at (916) 324-4019.

Sincerely,

Richard C. Johnson
Deputy Director
Property Taxes Department

RCJ:lt
Enclosures

CALENDAR OF KEY DATES BY SUBJECT MATTER

PROPERTY TAX COMMITTEE PROCEDURES MANUAL

- | | |
|-------------|--|
| January 11 | • Staff to meet with interested parties to discuss the <i>Property Tax Committee Procedures Manual</i> |
| January 31 | • Staff to submit issue paper and other required documents for the Property Tax Committee meeting |
| February 14 | • Property Tax Committee to hear presentations on the proposed <i>Property Tax Committee Procedures Manual</i> and adopt recommendations for the Board's consideration |

ASSESSMENT JURISDICTION OF LEASED WIRELESS COMMUNICATION TOWER SITES

- | | |
|------------|---|
| January 3 | • Deadline for interested parties to provide comments to staff on the proposed policy |
| January 23 | • Staff to distribute an agenda matrix, summarizing proposed changes, for the interested parties meeting |
| February 6 | • Staff to meet with interested parties to discuss the proposed policy |
| March 14 | • Staff to submit issue paper and other required documents for the Property Tax Committee meeting |
| March 28 | • Property Tax Committee to hear presentations on the unresolved issues regarding the policy of assessment delegation and adopt recommendations for the Board's consideration |

ASSESSMENT APPEALS BOARD MEMBER TRAINING

- | | |
|-------------|--|
| January 12 | • Deadline for interested parties to provide proposed changes to staff on the course outline |
| February 9 | • Staff to distribute an agenda matrix, summarizing proposed changes, for the interested parties meeting |
| February 23 | • Staff to meet with interested parties to discuss the course outline |
| April 4 | • Staff to submit issue paper and other required documents for the Property Tax Committee meeting |
| April 18 | • Property Tax Committee to hear presentations on the unresolved issues regarding the course outline and adopt recommendations for the Board's consideration |

CALENDAR OF KEY DATES BY SUBJECT MATTER

PROPOSED PROPERTY TAX RULE 305.3 **Application for Equalization After A Mandatory Audit**

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|---------------|---|
| Mid-January | • Staff to distribute a draft of the proposed rule to interested parties |
| Late-February | • Deadline for interested parties to provide proposed changes, in the form of alternative text, to staff on the draft rule |
| March 29 | • Staff to distribute an agenda matrix, summarizing proposed changes, for the interested parties meeting |
| April 20 | • Staff to meet with interested parties to discuss proposed changes to the draft rule |
| April 30 | • Deadline for interested parties to submit final comments to staff regarding pending issues (Comments are limited to those items addressed in the matrix and discussed at the meeting) |
| May 16 | • Staff to submit issue paper and other required documents for the Property Tax Committee meeting |
| May 30 | • Property Tax Committee to hear presentations on the unresolved issues regarding the wording of the proposed rule and adopt recommendations for the Board's consideration |

PROPERTY TAX RULES ON TAXABLE POSSESSORY INTERESTS **Rules 21, 22, 23, 24, 25, 26, and 28**

- | | |
|------------|---|
| January 12 | • Deadline for interested parties to provide proposed changes, in the form of alternative text, to staff on draft rules |
| March 26 | • Staff to distribute an agenda matrix, summarizing proposed changes, for the interested parties meeting |
| April 12 | • Staff to meet with interested parties to discuss proposed changes to the draft rules |
| April 30 | • Deadline for interested parties to submit final comments to staff regarding pending issues (Comments are limited to those items addressed in the matrix and discussed at the meeting) |
| June 6 | • Staff to submit issue paper and other required documents for the Property Tax Committee meeting |
| June 20 | • Property Tax Committee to hear presentations on the unresolved issues regarding the wording of the revised rules and adopt recommendations for the Board's consideration |

CALENDAR OF KEY DATES BY SUBJECT MATTER

PROPOSED PROPERTY TAX RULE **Taxable Possessory Interests in Section 11 Properties**

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|-------------------|---|
| January 12, 2001 | <ul style="list-style-type: none">• Staff to distribute a letter advising interested parties of the project, project schedule, and invite interested parties to submit suggestions |
| February 16, 2001 | <ul style="list-style-type: none">• Deadline for interested parties to submit suggestions to staff regarding proposed rule content |
| Mid-March | <ul style="list-style-type: none">• Staff to distribute a draft of the proposed new rule to interested parties |
| Mid-April | <ul style="list-style-type: none">• Deadline for interested parties to submit proposed changes, in the form of alternative text, to staff on draft of proposed rule |
| May 18 | <ul style="list-style-type: none">• Staff to distribute an agenda matrix, summarizing proposed changes, for the interested parties meeting |
| June 1 | <ul style="list-style-type: none">• Staff to meet with interested parties to discuss proposed changes to the draft rule |
| June 18 | <ul style="list-style-type: none">• Deadline for interested parties to submit final comments to staff regarding pending issues (Comments are limited to those items addressed in the matrix and discussed at the meeting) |
| July 18 | <ul style="list-style-type: none">• Staff to submit issue paper and other required documents for the Property Tax Committee meeting |
| August 1 | <ul style="list-style-type: none">• Property Tax Committee to hear presentations on the unresolved issues regarding the wording of the proposed rule and adopt recommendations for the Board's consideration |

CALENDAR OF KEY DATES BY SUBJECT MATTER

PROPERTY TAX RULES ON LOCAL ROLL **Rules 252, 253, 254, 256, 261, 262, 304**

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|--------------|---|
| January 16 | <ul style="list-style-type: none">• Deadline for interested parties to submit suggestions for revisions to the existing rules |
| Early-March | <ul style="list-style-type: none">• Staff to distribute a preliminary draft of the rules to interested parties |
| March 20 | <ul style="list-style-type: none">• Staff to meet with interested parties to informally discuss suggested changes to draft of rules |
| Early-May | <ul style="list-style-type: none">• Staff to distribute a second draft of the revised rules to interested parties |
| Mid-June | <ul style="list-style-type: none">• Deadline for interested parties to submit proposed changes, in the form of alternative text, to staff on the second draft of rules |
| July 13 | <ul style="list-style-type: none">• Staff to distribute an agenda matrix, summarizing proposed changes, for the interested parties meeting |
| July 27 | <ul style="list-style-type: none">• Staff to meet with interested parties to discuss proposed changes to the draft rules |
| August 16 | <ul style="list-style-type: none">• Deadline for interested parties to submit final comments to staff regarding pending issues (Comments are limited to those items addressed in the matrix and discussed at the meeting) |
| August 29 | <ul style="list-style-type: none">• Staff to submit issue paper and other required documents for the Property Tax Committee meeting |
| September 12 | <ul style="list-style-type: none">• Property Tax Committee to hear presentations on the unresolved issues regarding the wording of the revised rules and adopt recommendations for the Board's consideration |

ASSESSORS' HANDBOOK SECTION 581, **EQUIPMENT INDEX AND PERCENT GOOD FACTORS** **Issues relating to Index Factors:**

Reproduction v. Replacement and Combination of Factor Schedules

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|-----------------|---|
| To be announced | <ul style="list-style-type: none">• Staff to distribute a letter advising interested parties of the project, project schedule, and invite interested parties to submit comments regarding their positions |
| To be announced | <ul style="list-style-type: none">• If necessary, staff will schedule a meeting with interested parties to discuss comments received |
| October 10 | <ul style="list-style-type: none">• Staff to submit issue paper and other required documents for the Property Tax Committee meeting |
| October 24 | <ul style="list-style-type: none">• Property Tax Committee to hear presentations on the unresolved issues regarding index factors and adopt recommendations for the Board's consideration |

CALENDAR OF KEY DATES BY SUBJECT MATTER

ASSESSORS' HANDBOOK SECTION 511 ***Assessment of Manufactured Homes and Parks***

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|--------------|---|
| Late-May | • Staff to distribute a draft of the handbook section to interested parties |
| Late-July | • Deadline for interested parties to submit proposed changes, in the form of alternative text, to staff on the draft of the handbook section |
| September 7 | • Staff to distribute an agenda matrix, summarizing proposed changes, for the interested parties meeting |
| September 21 | • Staff to meet with interested parties to discuss proposed changes to the draft handbook section |
| October 9 | • Deadline for interested parties to submit final comments to staff regarding pending issues (Comments are limited to those items addressed in the matrix and discussed at the meeting) |
| November 14 | • Staff to submit issue paper and other required documents for the Property Tax Committee meeting |
| November 28 | • Property Tax Committee to hear presentations on the unresolved issues regarding the wording of the handbook section and adopt recommendations for the Board's consideration |

ASSESSORS' HANDBOOK SECTION 501 (UPDATE) ***Basic Appraisal***

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|--------------|--|
| Early-July | • Staff to distribute a draft of the updated handbook section to interested parties (Letter to accompany the draft advising interested parties of the project scope and inviting interested parties to submit proposed changes to the draft) |
| Mid-August | • Deadline for interested parties to submit proposed changes, in the form of alternative text, to staff on the draft of the updated handbook section |
| September 28 | • Staff to distribute an agenda matrix, summarizing proposed changes, for the interested parties meeting |
| October 15 | • Staff to meet with interested parties to discuss proposed changes to the updated handbook section |
| October 31 | • Deadline for interested parties to submit final comments to staff regarding pending issues (Comments are limited to those items addressed in the matrix and discussed at the meeting) |
| December 5 | • Staff to submit issue paper and other required documents for the Property Tax Committee meeting |
| December 19 | • Property Tax Committee to hear presentations on the unresolved issues regarding the wording of the updated handbook section and adopt recommendations for the Board's consideration |

CALENDAR OF KEY DATES BY SUBJECT MATTER

ASSESSORS' HANDBOOK SECTION 576 **Assessment of Vessels**

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|-------------------|---|
| January 3, 2001 | • Staff to distribute a letter advising interested parties of the project, project schedule, and invite interested parties to submit suggestions |
| February 26, 2001 | • Deadline for interested parties to submit suggestions to staff regarding handbook section content |
| Late-June | • Staff to distribute a draft of the handbook section to interested parties |
| Late-August | • Deadline for interested parties to submit proposed changes, in the form of alternative text, to staff on the draft of the handbook section |
| October 12 | • Staff to distribute an agenda matrix, summarizing proposed changes, for the interested parties meeting |
| October 26 | • Staff to meet with interested parties to discuss proposed changes to the handbook section |
| November 13 | • Deadline for interested parties to submit final comments to staff regarding pending issues (Comments are limited to those items addressed in the matrix and discussed at the meeting) |

ASSESSORS' HANDBOOK SECTION 510 **Assessment of Possessory Interests**

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|---------------|--|
| Late-June | • Staff to distribute a letter advising interested parties of the project, project schedule, and invite interested parties to submit suggestions |
| Early-August | • Deadline for interested parties to submit suggestions to staff regarding handbook section content |
| Late-December | • Staff to distribute draft of the revised handbook section to interested parties |

PROPOSED NEW ASSESSORS' HANDBOOK SECTION **Assessment of Oil Refineries**

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|---------------|--|
| Mid-August | • Staff to distribute a letter advising interested parties of the project, project schedule, and invite interested parties to submit suggestions |
| Late-October | • Deadline for interested parties to submit suggestions to staff regarding handbook section content |
| Late-November | • Staff to meet with interested parties to informally discuss handbook section content |

CALENDAR OF KEY DATES BY SUBJECT MATTER

ASSESSORS' HANDBOOK SECTION 267 (UPDATE) **Welfare, Church, and Religious Exemptions**

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|-----------------|--|
| Early-September | • Staff to distribute a draft of the updated handbook section to interested parties (Letter to accompany the draft advising interested parties of the project scope and inviting interested parties to submit proposed changes to the draft) |
| Mid-October | • Deadline for interested parties to submit proposed changes, in the form of alternative text, to staff on the draft of the updated handbook section |
| December 4 | • Staff to distribute an agenda matrix, summarizing proposed changes, for the interested parties meeting |
| December 18 | • Staff to meet with interested parties to discuss proposed changes to the updated handbook section |

ASSESSMENT APPEALS MANUAL (UPDATE)

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| Mid-December | • Staff to distribute a draft of the updated manual to interested parties (Letter to accompany the draft advising interested parties of the project scope and inviting interested parties to submit proposed changes to the draft) |
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ASSESSORS' HANDBOOK SECTION 504 (UPDATE) **Assessment of Personal Property and Fixtures**

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|----------------|--|
| Early-November | • Staff to distribute a draft of the updated handbook section to interested parties (Letter to accompany the draft advising interested parties of the project scope and inviting interested parties to submit proposed changes to the draft) |
| Late-December | • Deadline for interested parties to submit proposed changes, in the form of alternative text, to staff on the draft of the updated handbook section |

CALENDAR OF KEY DATES BY MONTH

January 2001

<u>Date</u>	<u>Project</u>	<u>Task</u>
3	Assessment Jurisdiction of Leased Wireless Communication Tower Sites	Deadline for interested parties to provide comments to staff on the proposed policy
3	<i>AH 576, Assessment of Vessels</i>	Staff to distribute a letter advising interested parties of the project, project schedule, and invite interested parties to submit suggestions
11	<i>Property Tax Committee Procedures Manual</i>	Staff to meet with interested parties to discuss the <i>Property Tax Committee Procedures Manual</i>
12	Assessment Appeals Board Member Training	Deadline for interested parties to provide proposed changes to staff on the course outline
12	Rules 21-26 and 28, <i>Taxable Possessory Interests</i>	Deadline for interested parties to provide proposed changes, in the form of alternative text, to staff on draft rules
12	Proposed Rule, <i>Taxable Possessory Interests in Section 11 Properties</i>	Staff to distribute a letter advising interested parties of the project, project schedule, and invite interested parties to submit suggestions
Mid-Month	Proposed Rule 305.3, <i>Application for Equalization After a Mandatory Audit</i>	Staff to distribute a draft of the proposed rule to interested parties
16	Rules 252, 253, 254, 256, 261, 262, 304, <i>Local Roll Rules</i>	Deadline for interested parties to submit suggestions for revisions to the existing rules
23	Assessment Jurisdiction of Leased Wireless Communication Tower Sites	Staff to distribute an agenda matrix, summarizing proposed changes, for the interested parties meeting
31	<i>Property Tax Committee Procedures Manual</i>	Staff to submit issue paper and other required documents for the Property Tax Committee meeting

CALENDAR OF KEY DATES BY MONTH

February 2001

<u>Date</u>	<u>Project</u>	<u>Task</u>
6	Assessment Jurisdiction of Leased Wireless Communication Tower Sites	Staff to meet with interested parties to discuss the proposed policy
9	Assessment Appeals Board Member Training	Staff to distribute an agenda matrix, summarizing proposed changes, for the interested parties meeting
14	<i>Property Tax Committee Procedures Manual</i>	Property Tax Committee to hear presentations on the proposed <i>Property Tax Committee Procedures Manual</i> and adopt recommendations for the Board's consideration
16	Proposed Rule, <i>Taxable Possessory Interests in Section 11 Properties</i>	Deadline for interested parties to submit suggestions to staff regarding proposed rule content
23	Assessment Appeals Board Member Training	Staff to meet with interested parties to discuss the course outline
26	AH 576, <i>Assessment of Vessels</i>	Deadline for interested parties to submit suggestions to staff regarding handbook section content
Late-Month	Proposed Rule 305.3, <i>Application for Equalization After a Mandatory Audit</i>	Deadline for interested parties to provide proposed changes, in the form of alternative text, to staff on the draft rule

CALENDAR OF KEY DATES BY MONTH

March 2001

<u>Date</u>	<u>Project</u>	<u>Task</u>
Early-Month	Rules 252, 253, 254, 256, 261, 262, 304, <i>Local Roll Rules</i>	Staff to distribute a preliminary draft of rules to interested parties
14	Assessment Jurisdiction of Leased Wireless Communication Tower Sites	Staff to submit issue paper and other required documents for the Property Tax Committee meeting
Mid-Month	Proposed Rule, <i>Taxable Possessory Interests in Section 11 Properties</i>	Staff to distribute a draft of the proposed new rule to interested parties
20	Rules 252, 253, 254, 256, 261, 262, 304, <i>Local Roll Rules</i>	Staff to meet with interested parties to informally discuss suggested changes to draft rules
26	Rules 21-26 and 28, <i>Taxable Possessory Interests</i>	Staff to distribute an agenda matrix, summarizing proposed changes, for the interested parties meeting
28	Assessment Jurisdiction of Leased Wireless Communication Tower Sites	Property Tax Committee to hear presentations on the unresolved issues regarding the policy of assessment delegation and adopt recommendations for the Board's consideration
29	Proposed Rule 305.3, <i>Application for Equalization After a Mandatory Audit</i>	Staff to distribute an agenda matrix, summarizing proposed changes, for the interested parties meeting

CALENDAR OF KEY DATES BY MONTH

April 2001

<u>Date</u>	<u>Project</u>	<u>Task</u>
4	Assessment Appeals Board Member Training	Staff to submit issue paper and other required documents for the Property Tax Committee meeting
12	Rules 21-26 and 28, <i>Taxable Possessory Interests</i>	Staff to meet with interested parties to discuss proposed changes to the draft rules
Mid-Month	Proposed Rule, <i>Taxable Possessory Interests in Section 11 Properties</i>	Deadline for interested parties to submit proposed changes, in the form of alternative text, to staff on draft of proposed rule
18	Assessment Appeals Board Member Training	Property Tax Committee to hear presentations on the unresolved issues regarding the course outline and adopt recommendations for the Board's consideration
20	Proposed Rule 305.3, <i>Application for Equalization After a Mandatory Audit</i>	Staff to meet with interested parties to discuss proposed changes to the draft rule
30	Rules 21-26 and 28, <i>Taxable Possessory Interests</i>	Deadline for interested parties to submit final comments to staff regarding pending issues (Comments are limited to those items addressed in the matrix and discussed at the meeting)
30	Proposed Rule 305.3, <i>Application for Equalization After a Mandatory Audit</i>	Deadline for interested parties to submit final comments to staff regarding pending issues (Comments are limited to those items addressed in the matrix and discussed at the meeting)

CALENDAR OF KEY DATES BY MONTH

<u>May 2001</u>		
<u>Date</u>	<u>Project</u>	<u>Task</u>
Early-Month	Rules 252, 253, 254, 256, 261, 262, 304, <i>Local Roll Rules</i>	Staff to distribute a second draft of the revised rules to interested parties
16	Proposed Rule 305.3, <i>Application for Equalization After a Mandatory Audit</i>	Staff to submit issue paper and other required documents for the Property Tax Committee meeting
18	Proposed Rule, <i>Taxable Possessory Interests in Section 11 Properties</i>	Staff to distribute an agenda matrix, summarizing proposed changes, for the interested parties meeting
Late-Month	AH 511, <i>Assessment of Manufactured Homes and Parks</i>	Staff to distribute a draft of the handbook section to interested parties
30	Proposed Rule 305.3, <i>Application for Equalization After a Mandatory Audit</i>	Property Tax Committee to hear presentations on the unresolved issues regarding the wording of the proposed rule and adopt recommendations for the Board's consideration

CALENDAR OF KEY DATES BY MONTH

June 2001

Date	Project	Task
1	Proposed Rule, <i>Taxable Possessory Interests in Section 11 Properties</i>	Staff to meet with interested parties to discuss proposed changes to the draft rule
6	Rules 21-26 and 28, <i>Taxable Possessory Interests</i>	Staff to submit issue paper and other required documents for the Property Tax Committee meeting
18	Proposed Rule, <i>Taxable Possessory Interests in Section 11 Properties</i>	Deadline for interested parties to submit final comments to staff regarding pending issues (Comments are limited to those items addressed in the matrix and discussed at the meeting)
Mid-Month	Rules 252, 253, 254, 256, 261, 262, 304, <i>Local Roll Rules</i>	Deadline for interested parties to submit proposed changes, in the form of alternative text, to staff on the second draft of rules
20	Rules 21-26 and 28, <i>Taxable Possessory Interests</i>	Property Tax Committee to hear presentations on the unresolved issues regarding the wording of the revised rules and adopt recommendations for the Board's consideration
Late-Month	AH 576, <i>Assessment of Vessels</i>	Staff to distribute a draft of the handbook section to interested parties
Late-Month	AH 510, <i>Assessment of Possessory Interests</i>	Staff to distribute a letter advising interested parties of the project, project schedule, and invite interested parties to submit suggestions

CALENDAR OF KEY DATES BY MONTH

July 2001

<u>Date</u>	<u>Project</u>	<u>Task</u>
Early-Month	AH 501 Update, <i>Basic Appraisal</i>	Staff to distribute a draft of the updated handbook section to interested parties (Letter to accompany the draft advising interested parties of the project scope and inviting interested parties to submit proposed changes to the draft)
13	Rules 252, 253, 254, 256, 261, 262, 304, <i>Local Roll Rules</i>	Staff to distribute an agenda matrix, summarizing proposed changes, for the interested parties meeting
18	Proposed Rule, <i>Taxable Possessory Interests in Section 11 Properties</i>	Staff to submit issue paper and other required documents for the Property Tax Committee meeting
27	Rules 252, 253, 254, 256, 261, 262, 304, <i>Local Roll Rules</i>	Staff to meet with interested parties to discuss proposed changes to the draft rules
Late-Month	AH 511, <i>Assessment of Manufactured Homes and Parks</i>	Deadline for interested parties to submit proposed changes, in the form of alternative text, to staff on the draft of the handbook section

CALENDAR OF KEY DATES BY MONTH

August 2001

<u>Date</u>	<u>Project</u>	<u>Task</u>
1	Proposed Rule, <i>Taxable Possessory Interests in Section 11 Properties</i>	Property Tax Committee to hear presentations on the unresolved issues regarding the wording of the proposed rule and adopt recommendations for the Board's consideration
Early-Month	AH 510, <i>Assessment of Possessory Interests</i>	Deadline for interested parties to submit suggestions to staff regarding handbook section content
16	Rules 252, 253, 254, 256, 261, 262, 304, <i>Local Roll Rules</i>	Deadline for interested parties to submit final comments to staff regarding pending issues (Comments are limited to those items addressed in the matrix and discussed at the meeting)
Mid-Month	AH 501 Update, <i>Basic Appraisal</i>	Deadline for interested parties to submit proposed changes, in the form of alternative text, to staff on the draft of the updated handbook section
Mid-Month	New Assessors' Handbook Section, <i>Assessment of Oil Refineries</i>	Staff to distribute a letter advising interested parties of the project, project schedule, and invite interested parties to submit suggestions
29	Rules 252, 253, 254, 256, 261, 262, 304, <i>Local Roll Rules</i>	Staff to submit issue paper and other required documents for the Property Tax Committee meeting
Late-Month	AH 576, <i>Assessment of Vessels</i>	Deadline for interested parties to submit proposed changes, in the form of alternative text, to staff on the draft of the handbook section

CALENDAR OF KEY DATES BY MONTH

September 2001

<u>Date</u>	<u>Project</u>	<u>Task</u>
7	AH 511, <i>Assessment of Manufactured Homes and Parks</i>	Staff to distribute an agenda matrix, summarizing proposed changes, for the interested parties meeting
Early-Month	AH 267 Update, <i>Welfare, Church, and Religious Exemptions</i>	Staff to distribute a draft of the updated handbook section to interested parties (Letter to accompany the draft advising interested parties of the project scope and inviting interested parties to submit proposed changes to the draft)
12	Rules 252, 253, 254, 256, 261, 262, 304, <i>Local Roll Rules</i>	Property Tax Committee to hear presentations on the unresolved issues regarding the wording of the revised rules and adopt recommendations for the Board's consideration
21	AH 511, <i>Assessment of Manufactured Homes and Parks</i>	Staff to meet with interested parties to discuss proposed changes to the draft handbook section
28	AH 501 Update, <i>Basic Appraisal</i>	Staff to distribute an agenda matrix, summarizing proposed changes, for the interested parties meeting

CALENDAR OF KEY DATES BY MONTH

October 2001

<u>Date</u>	<u>Project</u>	<u>Task</u>
9	AH 511, <i>Assessment of Manufactured Homes and Parks</i>	Deadline for interested parties to submit final comments to staff regarding pending issues (Comments are limited to those items addressed in the matrix and discussed at the meeting)
10	AH 581, <i>Equipment Index and Percent Good Factors</i>	Staff to submit issue paper and other required documents for the Property Tax Committee meeting
12	AH 576, <i>Assessment of Vessels</i>	Staff to distribute an agenda matrix, summarizing proposed changes, for the interested parties meeting
15	AH 501 Update, <i>Basic Appraisal</i>	Staff to meet with interested parties to discuss proposed changes to the updated handbook section
Mid-Month	AH 267 Update, <i>Welfare, Church, and Religious Exemptions</i>	Deadline for interested parties to submit proposed changes, in the form of alternative text, to staff on the draft of the updated handbook section
24	AH 581, <i>Equipment Index and Percent Good Factors</i>	Property Tax Committee to hear presentations on the unresolved issues regarding index factors and adopt recommendations for the Board's consideration
26	AH 576, <i>Assessment of Vessels</i>	Staff to meet with interested parties to discuss proposed changes to the handbook section
Late-Month	New Assessors' Handbook Section, <i>Assessment of Oil Refineries</i>	Deadline for interested parties to submit suggestions to staff regarding handbook section content
31	AH 501 Update, <i>Basic Appraisal</i>	Deadline for interested parties to submit final comments to staff regarding pending issues (Comments are limited to those items addressed in the matrix and discussed at the meeting)

CALENDAR OF KEY DATES BY MONTH

November 2001

Date	Project	Task
Early-Month	AH 504 Update, <i>Assessment of Personal Property and Fixtures</i>	Staff to distribute a draft of the updated handbook section to interested parties (Letter to accompany the draft advising interested parties of the project scope and inviting interested parties to submit proposed changes to the draft)
13	AH 576, <i>Assessment of Vessels</i>	Deadline for interested parties to submit final comments to staff regarding pending issues (Comments are limited to those items addressed in the matrix and discussed at the meeting)
14	AH 511, <i>Assessment of Manufactured Homes and Parks</i>	Staff to submit issue paper and other required documents for the Property Tax Committee meeting
Late-Month	New Assessors' Handbook Section, <i>Assessment of Oil Refineries</i>	Staff to meet with interested parties to informally discuss handbook section content
28	AH 511, <i>Assessment of Manufactured Homes and Parks</i>	Property Tax Committee to hear presentations on the unresolved issues regarding the wording of the handbook section and adopt recommendations for the Board's consideration

CALENDAR OF KEY DATES BY MONTH

December 2001

<u>Date</u>	<u>Project</u>	<u>Task</u>
4	AH 267 Update, <i>Welfare, Church, and Religious Exemptions</i>	Staff to distribute an agenda matrix, summarizing proposed changes, for the interested parties meeting
5	AH 501 Update, <i>Basic Appraisal</i>	Staff to submit issue paper and other required documents for the Property Tax Committee meeting
Mid-Month	<i>Assessment Appeals Manual</i> Update	Staff to distribute a draft of the updated manual to interested parties (Letter to accompany the draft advising interested parties of the project scope and inviting interested parties to submit proposed changes to the draft)
18	AH 267 Update, <i>Welfare, Church, and Religious Exemptions</i>	Staff to meet with interested parties to discuss proposed changes to the updated handbook section
19	AH 501 Update, <i>Basic Appraisal</i>	Property Tax Committee to hear presentations on the unresolved issues regarding the wording of the updated handbook section and adopt recommendations for the Board's consideration
Late-Month	AH 504 Update, <i>Assessment of Personal Property and Fixtures</i>	Deadline for interested parties to submit proposed changes, in the form of alternative text, to staff on updated handbook section
Late-Month	AH 510, <i>Assessment of Possessory Interests</i>	Staff to distribute draft of the revised handbook section to interested parties